CLUB ADMINISTRATOR



WEBPOINT USER MANUAL

https://webpoint.usavolleyball.org

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IMPORTANT NOTES

MEMBERSHIPS

Because the USAV on-line registration system (Webpoint) allows the electronic acceptance of the USAV Waiver & Release of Liability, USAV Participant Code of Conduct, Use Agreement, and Junior Club Personnel Code of Ethics during the electronic membership registration process, as well as the option for a member to electronically submit the Background Screening Application, it is required that individuals register themselves in the system or submit signed paperwork to the Region (as Region policy may allow).

CLUB CODES

Club Codes are defined by the Region, unique within each Region, and formatted using five alphanumeric characters. No special characters should be used (e.g., comma, period, dash, slash, underscore, ampersand, apostrophe, number sign, dollar sign). It is important that the correct Club Code is used throughout the season and within all membership and event registration systems.

CLUB ADMIN ACCESS LEVEL DEFINED

CLUB ADMIN ACCESS:

Before an individual can be granted access to a club, his/her record must reflect a current membership, a current background screening, and must be affiliated with the correct Club.

Each season the following will take place:

- Club Admin assignment removed for all lapsed members as of 11/1
- Club Admin assignment removed for all non club-member club admins as of 11/1
- Club Admins who (1) have renewed, (2) had Club Admin access in the prior season, and (3) are affiliated with the same Club as the previous season remain actively assigned as Club Admins (unless otherwise specified by a Region Office).

CLUB ADMINISTRATION

The *Club Administration* → *My Club* area of the menu includes the following options:

- Club Profile
- Club TeamsTeam Rosters
- Club Members
- Member Cards
- Club Registrations
- Team AssignmentCoaches/Officials Search
- Coach
 - Member Search

# Member Home		
Member Area		
SafeSport Training	WELCOME. SIRIUS TO USA Volleyball -	Webpoint
Search Members		
8 Member Help Guide		Quick Navigation
Club Administration	MEMDER FHOID	🏭 Renew Membership
My Club		In Progress Certifications
Club Profile	NO	View Current Certifications/Badges
Club Members	РНОТО	Supcoming Events
Member Cards	Photo Status: No Photo	Login to USAV Academy
Club Registrations	Upload Photo	
Club Teams		
Team Rosters		
Team Assignment		
Q Search Members		
Search Coaches/Officials	Please use the following links as needed to print copies f	or your files and/or to meet region requirements.
Member Search	USAV Junior Club Personnel Code of Ethics	
1 Club Admin Help Info	USAV Waiver & Release of Liability; USAV Participant Code of Conduct	; Use Agreement

CLUB PROFILE

The club is originally set up by the Region Administrator. Once created, Club Admins can update limited information.

MAIN INFO

<u>Club Administration</u> \rightarrow Club Profile \rightarrow Club Info

Member Area Member Area Member Area Statesport fraining Sarach Members Member Help Guide Chub Administration My Club Process	Club Jonne's Te Club Info Logo Upload: 4 (.jpggif. or .png MAIN INFO	st Club Aigroup (ID: 181327) Members Teams Tea Logo g only)	m Registration Team Roster Region: Club:	ts Test Region Janice's Test Club Algrour , co sor₂o	Club Director: vna: Whab Address: ≩ Emoil:
Club Profile Club Members Member Cards Club Registrations Club Teams	Update your clul region website. T Region Administr	o information here. This will be he text box fields can be upo ator.	e used as the p dated at any f	primary contact information for time. All other fields are READ OI	the club and may be posted on the NLY and can only be changed by a
Team Rosters	Region	Test Region		Club Status	Active
Teom Assignment	Club Code:	JANIC		Reg. Club Tracking Code	
Glub Admin Help Info	Club Name	Janice's Test Club Aigroup		Club Director	
Of Event Administration	Address			Phone	
My Club Events	Address 2			Club Email	
USA Volleyball Events USAV Clinics	City			Web Address	
USAV Coaching Clinics	State	Colorado	v	🖬 Facebook Page	
USAV Ref/Score Clinics USAV Beach Officials	Zip	80920 -		Twitter Handle	
USAV Beach Selection	Country	United States	•	🖻 Instagram Handle	
Camps USAV Jr Beach National Qualifiers				Club Type(s)	Junior - Girls Adult - Co-Ed
USAV Beach ParaVolley Clinics				Club Designation(s)	Adult - Men 🔻
Tournaments 🕒				• • • •	Outdoor -
Region Clinics 🕕			Ì	Update Club	

CLUB TYPE(S) and CLUB DESIGNATION(S)

- **Club Type(s):** may be selected from the drop-down list to indicate the types of teams included within the club (Adult Women, Adult Men, Adult Co-ed, Junior Girls, Junior Boys, Junior Co-ed).
- **Club Designation(s)**: may be selected from the drop-down list to indicate if the club hosts Indoor teams, Outdoor teams, or both.

To select multiple items, be sure to hold down the control key (**Ctrl**) while clicking with the mouse.

• Click "Update Club" to save changes.

MEMBERS

Club Administration \rightarrow Club Members

Member Home				Team Registre	ations				
Member Area	Đ	Club Info	Members J leams						
Background Scree	ening	Logo Upload	:- none -	Team Roster			Club	Joe Roster	
SafeSport Training		(.ipa, .aif, or	,pna only)	Region: Club:	Test Region Rostering Rebels		Phone:		
Search Members	•	11-0-0-			4065 Sinton Road		Web Address:		
Member Help Gui	de				Colorado Springs, CO 80907		Email:		
🕏 Club Administratio	'n							(
My Club	0	Curror	at Club Mombors	(7)					
Club Profile		Currer		(/)		-			
Club Members		All Member	Groups Adult Membershi	ips Junior Mem	berships				
Member Cards		Membership	Statu: Current						
Club Registrations		View info	ormation about your club m	embers. Only Ci	urrent club members may	he added to (a team ra	ister By clicking	a on th
Club Registrations Club Teams		View info member's	ormation about your club m name you can view person	nembers. Only Ci Ial information in	urrent club members may the member's record. The	be added to a export button	a team ra 1s can be	used to expor	g on tr t stanc
Club Registrations Club Teams Team Rosters		View info member's member info	ormation about your club m name you can view person ormation to either a Text or B	nembers. Only Ci Ial information in Excel file. The gro	urrent club members may l the member's record. The sup email button can be u	be added to o export button sed to send a	a team ra 1s can be mass em	used to expor ail to those me	g on fr t stanc embers
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- **Members tab:** shows all members of the club. Click on a member's name to open that member's record. The list defaults to display Current members and may be filtered by any membership status.
- Additional sub-tabs display by Adult or Junior membership category.
- Export and email buttons are available on the top right.

The same information is found in the **My Club \rightarrow **Club Profile** \rightarrow **Club Members** menu option.

Note: Only members with a membership status of "current" may be assigned to teams. Contact your Region Office with questions regarding an "unpaid" membership status. A "pending" status will change to "current" upon the membership start date.

MEMBER CARDS



- Use the *CLUB ADMINISTRATION* → *My Club* → *Member Cards* menu option to print **Membership Cards** for a team within the club or for the entire club membership.
 - If there are 100 or fewer club members, the initial display shows all membership cards, and a selection can be made to view cards for a single team.
 - If there more than 100 club members, a selection must be made to view all membership cards or view cards for a single team.
 - **All cards being printed will print three per page**
 - **It is recommended to have the members print their own cards**

TEAMS

Club Administration \rightarrow Club Profile \rightarrow Teams

Member Ared					
Background Screening		Team Roste	Tort Region	Club Director	Joe Roster
SafeSport Training		Club:	Rostering Rebels	Se Phone:	
Search Members	(.jpg, .gif, or .png only)	_	4065 Sinton Road	Web Address:	
Member Help Guide			Colorado Springs, CO 80707	🖬 Email:	
Club Administration	TEANAS				
My Club					
My Club Club Profile					
My Club Club Profile Club Members	View or administer tear	ns within a club here, depending on	n the rules of your Region. Use th	e 'New Team' button t	to build a new team in t
My Club Club Profile Club Members Member Cards	View or administer team club. The 'New Team' b team is created only or	ns within a club here, depending on utton will only appear for those regi patact information can be edited. To	the rules of your Region. Use the interview of your Region. Use the ions who allow Club Administrato	e 'New Team' button i rs to create new team your Region directly	to build a new team in t ns within their club. Onc
My Club Club Profile Club Profile Club Members Member Cards Club Registrations	View or administer tear club. The 'New Team' b team is created, only co	ns within a club here, depending on utton will only appear for those regi ontact information can be edited. To	the rules of your Region. Use th ions who allow Club Administrato request changes please contact	e 'New Team' button t rs to create new team your Region directly.	to build a new team in t is within their club. Onc
My Club Club Profile Club Members Member Cards Club Registrations Club Teams	View or administer tear club. The 'New Team' b tearn is created, only or Team Name	ns within a club here, depending on utton will only appear for those regi ontact information can be edited. To Team Code	the rules of your Region. Use th ions who allow Club Administrato request changes please contact Team Rep	e 'New Team' button i rs to create new team your Region directly. Active	to build a new team in t is within their club. Onc Team Fee Pd.
My Club Club Profile Club Members Member Cards Club Registrations Club Registrations Club Registrations Club Teams Team Rosters	View or administer tear club. The 'New Team' b team is created, only or Team Name \[148eta X	ns within a club here, depending on utton will only appear for those regi ntact information can be edited. To Team Code MJ3RRVBC2TEST	n the rules of your Region. Use th ions who allow Club Administrato request changes please contact Team Rep Joe Roster	e 'New Team' button t rs to create new team your Region directly. Active SY Yes	to build a new team in t is within their club. Onc Team Fee Pd. ☑ Yes

- The Club Profile → Teams tab displays the Active teams at the top of the list and the Inactive teams at the bottom of the list.
- "New Teams" button: is used to add a new team. (if available per Region policy) **The same information is found in the **My Club** \rightarrow **Club Teams** menu option.

ADDING A NEW TEAM

This function is not available in all Regions - availability is determined by the Region

Click of	on " New Tea r	m " button.					
膨 Add Team - Go	ogle Chrome				_		×
USA Volley	ball [US] webpo	oint.usavolleyball.o	rg/wp15/Companies/A	AddCompany.wp?Refr	esh=TRUE8	lco_Ty	Q
Add a new Team	n						
Club ID/Code:	222135 /		* Team Rep:	Joe Roster 🔻			
Team Code:	RRVBC		Email:				
* Team Name:			Divisions				
* Team Type:	-Select One- 🔻		Division:	-Select One-			
• O and an			Team Rank:	- Please select a Teo	am Level ar	id Gende	ər -
Gender:	Select One 🔹		😣 Team Fee Pa	id			
* Level of Play:	Select One 🔻		MY TEAM FIELD:				
			Add Team				

• Complete the information and click "Add Team". The Team Code will populate automatically.

EDITING AN EXISTING TEAM

This function is not available in all Regions - availability is determined by the Region

# Member Home	Club - Rostering Rebels	(ID: 222135)			
Member Area 🛛 🕀	🔋 Club Info 潜 Memb	oers 🛛 Teams 💊 Team Registrati	ons		
Background Screening		Team Roster		Club	Joe Roster
SafeSport Training		Region: Club:	Test Region Rostering Rebels	V Phone:	
Search Members 🛛 🕀	(.jpg, .gif, or .png only)		4065 Sinton Road	Web	
🛙 Member Help Guide			Colorado Springs, CO 80907	Email:	
Club Administration	TEALA				
My Club	IEAM5				NEW TEAM
Club Profile					
Club Members	View or administer tear	ns within a club here, depending on th	e rules of your Region. Use the	'New leam' button	to build a new team in this
Member Cords	team is created only of	ontact information can be edited. To re	guest changes please contact v	our Region directly	is within their club. Once a
Club Registrations			quoor enangee proude contact y	i i i i i i i i i i i i i i i i i i i	
Club Teams	Team Name	Team Code	Team Rep	Active	Team Fee Pd.
Team Rosters	🛛 14Beta X 🛌	MJ3RRVBC2TEST	Joe Roster	✓ Yes	🗹 Yes
Team Assignment	L 15. Jessica	E.ISRRVBC1TEST	Joe Roster	Yes.	8 No
O Search Members			000100101	<u> </u>	

• Click on a **Team Name** to open the record for that team.

🦻 14Beta X - Google Chror	ne			- 0	×
USA Volleyball [US]	webpoint.usavolleyball.org/w	p15/Companies/Ed	litCompany.wp?Companyl	D=222138&co_TypeID=5&isPopUp=	true=
Logo Upload: ▲ Logo Upload:	: 222138) ayers Registrations ogo nly)	<mark>Team Roster</mark> Region: Club: Team:	Test Region Rostering Rebels 14Beta X	Team Fee Paid: & Yes Club Director: Joe Roster	
Club ID/Code:	222135 /	* Team Stat	tus: Active	•	
Team ID: Team Code: * Team Name: * Team Type: * Gender: * Level of Play:	222138 MJ3RRVBC2TEST 14Beta X Junior M J3	 * Team Rep Email: Division: * Team Ran ☑ Team Fe MY TEAM FI Update 1 	o: Joe Rost	ter 🔻	

Once a new team is created, only the **Team Status**, **Team Rep**, and **Email** may be changed on the Club Admin level. All other changes must be made through the Region Administrator.

Click the "Update Team" button at the bottom of the screen to save changes.

ADD A ROSTER ASSIGNMENT

🔊 15Jessica - Google Chrome					- 0	×
🔒 USA Volleyball [US] webp	oint.usavolleyball.org/wp15/Co	mpanies/EditC	ompany.wp?CompanyID=	222137&co_TypeID=5&isPopUp	=true	=Ro
Team - 15Jessice (10, 22 9) ☐ Team Info 😭 Players Logo Upload: ▲ Logo (.jpg, .gif, or .png only)	37) ♥ Registrations	Team Roste Region: Club: Team:	Test Region Rostering Rebels 15Jessica	Team Fee Paid: • No Club Director: Joe Roster		
2018/2019 2017/2018	2016/2017 2015/2016	2014/2015		+ Add Club	Member To) Team
The players tab display status on the team. (only.NOTE: Once a playe	s the club members for t Click the member's name er has been added to th	his team. Cli e to view the e team, the	ck the edit Button ne membership record y can only be remov	ext to the member's name I and edit the Player tab in red with a written request t	to view t formatio o the Re	neir n gion.
Position		Name		Birthdate	State	JS
🖋 Player	Lola Rostertest			6/30/2004	OK	
🖋 Head Coach	Jessica Rostertest, (Jess)		1/1/1964	OK	

Use the pop-up box to add club members to a team. Use the drop-down menus to select the club member and position. Click "Add Team Member" to complete the process.

DELETE/REASSIGN A ROSTER/EDIT A PLAYER NUMBER

🔊 15Jessica - Google Chrome				- 🗆 ×
🔒 USA Volleyball [US] webpoint.u	usavolleyball.org/wp15/Companies/EditCo	mpany.wp?CompanyID=22213	7&co_TypeID=5&isPopUp	=true =Ro
Team - 15Jessice (10. 229137) ☐ Team Info 營 Players ► Logo Upload: Logo (.jpg, .gif, or .png only)	Registrations Team Roster Region: Club: Team:	Test Region Rostering Rebels 15Jessica	Team Fee Paia: • No Club Director: Joe Roster	
2018/2019 2017/2018 2010	6/2017 2015/2016 2014/2015		+ Add Club	Member To Team
The players tab displays the status on the team. Click only.NOTE: Once a player he	e club members for this team. Clic the member's name to view the as been added to the team, they	k the edit Button next to membership record and can only be removed w	the member's name edit the Player tab ir ith a written request	to view their nformation to the Region.
Position	Name		Birthdate	Status
🖋 Player	Lola Rostertest		6/30/2004	OK
🖋 Head Coach	Jessica Rostertest, (Jess)		1/1/1964	OK

- Go the Player Tab on the team
- Click the role next to the name of the player
- Click "Update Team Member" to save edits

TEAM ROSTERS/ENTRY FORMS

TEAM ROSTERS SEARCH

My Club \rightarrow *Team Rosters* \rightarrow *Team Rosters Search*

The **Team Roster** Search is used to print various forms of Rosters (Jr., Adult, Tournament Entry Form).

- 1. Selections can be made specifically by team or using a grouping method or query.
- 2. Select the Roster Form you would like to view.
- 3. Click "Search Rosters" button

A Member Home					
Member Area 🚯		arch Dectors			
Background Screening	Q Se	arch Rosters			
SafeSport Training	Basic Sear	ch Team Rosters			
Search Members 🕒	basic sear				
Member Help Guide	Division	-Select One-	Gender:	Select options	4
Club Administration	Teams:	Select options \Rightarrow	Level of Play:	Select options	÷
My Club 🗢	_				
Club Profile	lype:	Select options ¢	Team CT Code		
Club Members]		Roster Form	Select One	*
Member Cards					
Club Registrations					
Club Teams			Search Rosters		
Team Rosters					
Team Assignment]				
O Sagrah Mambarr	1				

BASIC SEARCH

Club Administration → Team Rosters → Basic Search

Basic Search: used to search for individuals based on roster assignment(s).

	·				
# Member Home					
Restaround Screening	Q Search Rost	lers			
SafeSport Training					
Search Members	Basic Search Jeam Roste	ers			
Member Help Guide	Club:	Rostering Rebels		Waivered Player	All
Club Administration	Roster Status	Select One 🔻		PA Screening	Any
My Club 😑	- Comon	0019/0019			
Club Profile	Season	2010/2017 *		Team Gender	Select One 🔻
Club Members	Teams:	Select options	٥	Team Type	-Select One-
Member Cards	- Position:	Select options	\$	redin type	
Club Registrations	_			Team Level of Play	-Select One- 🔻
Club Teams	Has Valid Safesport	Any 🔻		To any OT Code	
Team Rosters	Age From			Team Ci Coae	
Team Assignment	-			Has Valid BG Screen	Any 🔻
Q Search Members	Age To				
Club Admin Heip Into					
© Event Administration	Report Type:		List 🔻		
Submit an Event	Poport Template:			Displat	
My Club Events			LISI KOSIEr	Display	KOW3. 20
USA Volleyball Events	Group By:		Select One	Sum:	mary Only
USAV Clinics					
USAV Coaching Clinics					
USAV Ref/Score Clinics	Order By 1: Select One	1	Order By 2: Select C	Jne 🔻	
USAV Beach Officials					
USAV Beach Selection Camps			Search Re	osters	

- Click on a member's name to open that member's record.
- The export buttons can be used to export to either a text or Excel file.
- Export and email buttons are available on the top right.

A Member Home						▤◶╤╩
Member Area 🛛 🔁	Doctors (2)					
Background Screening	Rosters, (Z)					
SafeSport Training	Position	Team	Contact	Event	Phone	Email
Search Members \\ 🕀	🖋 Head Coach	15Jessica	Jessica Rostertest			janice@usav.org
Member Help Guide	& Player	15Jessica	Lola Rostertest			tammv@usav.ora
Club Administration						,
My Club			Powered by			
Club Profile			Mahnaint			
Club Members			webpoint			

TEAM ASSIGNMENT

Team Assignment is not available in all Regions - availability is determined by the Region TEAM ASSIGMENT

Club Administration → Team Assignment

 Background screening SafeSport Training 							
Search Members	Ge	nder: *					
Member Help Guide	The f	following are members	needing Team assignment., (2018/20	19)			
Club Administration							
My Club 😑							
Club Profile							
Club Members							
Member Cards	Belo	wis a list of unassigned	members in your Club. Use the chec the appropriate Team and Position for	K DOXES TO THE	e left of the Memb	per ID to select membe	
Club Registrations		DING ZERO for single dia	it numbers to allow for proper sorting	on the final f	Roster. Click the A	ssian Teams button bel	ow to
Club Teams	proc	cess your assignments. C	Once an assignment has been submit	ted, modifica	ations can only be	made by a Region Ac	Iministrat
Team Rosters							
Team Assignment	Team	n Club: Rostering Rebels					🗆 Add 1
Q Search Members 🕀		I Member ID	Name	Player	Team	Position	Jerse
Club Admin Help Info		TEST3074091ED19	Dobby Agstast	Level			
Second Administration	- T	12313070071FK17	4065 Sinton Rd	AA	-Select One- 🔻	Player 🔻	
Submit an Event			Colorado Springs, CO 80920			Jr.COE Rovd: 6/13/2019	
My Club Events		TEST3077525MR19	Sirius Aestest 4065 Sinton Rd.			satesport:	
USA Volleyball Events	1 T.			071	-select One- *	Player *	
USAV Clinics			Colorado Springs, CO 80907			Bkgrd Chk: Current	
USAV Coaching Clinics	1					SafeSport: Y	
USAV Ref/Score Clinics		TR3250765FOA19	Ref Aigroup		-Select One- 🔻	Plaver •	
USAV Beach Officials]		1111 1st Street			Bkord Chk: Current	
	-		Littleton, CO 80128			Jr.COE Rovd: 3/8/2019	
Camps						SafeSport:	
USAV Jr Beach National		TEST3227951FR19	Adult Playertest		-Select One- 🔻	Player 🔻	
Qualifiers	-		4065 Sinton Kd			Jr.COE Rovd: NO!	
USAV Beach ParaVolley Clinics			Colorado springs, CO 80907			SafeSport:	
Tournaments 🕒	-	TEST3142885FJ19	Sally Rostertest	J5	-Select One- 🔻	Player 🔹	
Region Clinics	1		Denver CO 80123			Jr.COE Rovd: NO!	
	i					SafeSport: Y	
Other Links		1E513038603MOA19	Bruce lestaccount	UA	-Select One- 🔻	Player 🔻	
Other Links	1		Colorado Sprinas, CO 80907			Bkgrd Chk: Current	
Other Links © Find a Club Privacy Policy	1						

Use the **Team Assignment** screen to select the players and staff you wish to assign to the multiple teams in your club at the same time.

- Check the box to the left of the member's name,
- Select the **Team** from the drop-down list
- Select **Position** from the drop-down list (this fields defaults to Player)
- Add a Jersey #
- Once all selections are made, click "Assign Teams"

MEMBER SEARCH CLUB ADMINISTRATION \rightarrow SEARCH CONTACTS \rightarrow MEMBER SEARCH

# Member Home	Member Search 🗟 Search Coaches/Officials							
Member Area 🕀								
Background Screening	Use this screen to select a specific group of members with the next screen can be used for export and/or email purpo	in your club. Remember to choose	e all appropriate fields for your search. The r	esults on				
SafeSport Training	the next screen can be used for export and/or email purpo	303.						
Search Members 🛛 🕀				~				
6 Member Help Guide	PERSONAL INFORMATION			•				
Club Administration								
My Club 😑	ADDRESS INFORMATION			~				
Club Profile								
Club Members	MEMBERSHIP INFORMATION	MEMBERSHIP INFORMATION						
Member Cards								
Club Registrations	Membership Season will override Membership Start/End	Membership Status:	Select options \$					
Club Teams	Dates	Membership Category	-Select One-					
Team Rosters	Membership Season Any T							
Team Assignment		Membership Type:	Select options	¢				
Q Search Members	Latest Membership Yes 🔻	Membership Group:	Select options +					
Member Search	Active Dates: From: Active Date To: Active Date	Has a Pendina						
Club Adapte Hele late		Membership	All					
Club Admin Help Info	Start Dates: From: Start Date F To: Start Date	T- New/Renewal						
C Event Administration	End Dates: From: End Date Fr. To: End Date 1	Membership?	ALL					
submit an event	End Bards. Hom. End Baleri To. End Baleri							

- **Member Search**: is used to select a member or group of members within the club. Choose all appropriate fields for the search.
- Click on a member's name to open that member's record.
- The export buttons are found on the top right. They can be used to export either a text or Excel file for the members on the list.
- The group email button (upper right corner) can be used to send a mass email (BCC) to the members on the list. If the same email is used for multiple records, an email will be sent for each record.

COACHES/OFFICIALS SEARCH

OFFICIALS

Club Administration \rightarrow Search Contacts \rightarrow Coaches/Officials Search \rightarrow Officials Tab

Officials Search: is used to select a specific member or group of members within the club, regarding officials' certifications and/or background screening status.

A Member Home	Member Search Bearch Coaches/Officials	
Member Area 🔹 😳		
Background Screening		
SafeSport Training	- REGION, CLUB & TEAM INFORMATION	^
Search Members 🕒		
Member Help Guide	Region: Test Region Club: Rostering Rebels Team -Select One- *	
Club Administration		
My Club 🗢	PERSONAL INFORMATION	\sim
Club Profile		
Club Members		~
Member Cards		×
Club Registrations		
Club Teams		\sim
Team Rosters		
Team Assignment	BACKGROUND SCREENING INFORMATION	\sim
Q Search Members	1	
Member Search	EMAIL PARAMETERS	\sim
Search Coaches/Officials		
Club Admin Help Info		
✿ Event Administration		
Submit an Event	Search Contacts	
My Club Events		

- Click on a member's name to open that member's record.
- Export and email buttons are available on the top right.

COACHES

Club administration \rightarrow Search Contacts \rightarrow Coaches/Officials Search \rightarrow Coaches Tab

Coaches Search: is used to select a specific member or group of members within the club, regarding coaching certifications and/or background screening status. Choose all appropriate fields for the search.

A Member Home	Member Search							
Member Area \cdots 😌								
Background Screening	And the second se							
SafeSport Training	(EGION, CEUB & TEAM INFORMATION							
Search Members								
Member Help Guide	Region: Test Region Club: Rostering Rebels TeamSelect One-							
Club Administration								
My Club 🗢		\sim						
Club Profile		•						
Club Members								
Member Cards	CERTIFICATION INFORMATION	~						
Club Registrations								
Club Teams	BACKGROUND SCREENING INFORMATION	\sim						
Team Rosters								
Team Assignment	EMAIL PARAMETERS	\sim						
Q Search Members 😑								
Member Search								
Search Coaches/Officials								
Club Admin Help Info								
ପ୍ଲି Event Administration	Sedich Conidcis							

- Click on a member's name to open that member's record.
- The export buttons are found on the top right. They can be used to export either a text or Excel file for the members on the list.
- Export and email buttons are available on the top right.

VIEWING A MEMBER'S RECORD

Club Admins may view limited areas of the record for members of the club.

MEMBER PROFILE

Member Profile	🗏 Memberships	😁 Team Rosters	🖋 Events 🚯 Co	aching/Officiating		
Name. Address: 🛥 Email:	Sally Rostertest 1111 Park Lane Denver, CO 8012; tammy@usav.org	3	Member ID: Member Status: Member Region: Club:	TEST3142885FJ19 Current (Exp. 10/31/2019 Test Region (Assigned R Rostering Rebels	- Junior Membership egion: Test Region)	
Cell Phone:	III-III-IIII ICATIONS/BG SC	CREENING 🔨	∰ Birth Date: Gender: Level Of Play:	10/1/2003 Age: 14 (As of F J5	9/1/2018)	
Level/Type	Status	Exp Date				
lunior Referee afeSport	Current Current	10/31/2019 10/31/2019				
	🛠 Athlete Info	👕 Apparel Sizes	Parent Info			
Member Profile		Sol	y Rostertest		Region/Club Selection	
Member Profile		Juli				
Member Profile Name: Preferred Name (If	different than leg	ial name)		Assigned Region:	Test Region	

- Member Profile: displays the basic contact information for the member
- Athlete Info: General Info, Educational Information, and Role Information
- Apparel Sizes: Sizes of Clothing
- Parent Information: Parent/Guardian contact information

MEMBERSHIPS TAB

Memberships tab: displays the Membership History information for the member

Sally Rostertest - (Member ID: 3142885)							
占 Member Profile 🚺	Memberships) 😁 Team Roster	s 🖋 Events 🚯 C	oaching/Officia	ating		
Name:	Juli, Reductest		Member ID:	🖃 🖋 TEST3	142885FJ19 - Junior	Membership	
Address:	1111 Park Lane Denver, CO 80123		Member Status: Member Region:	Current (Exp. 10/31/2019) Test Region (Assigned Region: Test Region)			
🔤 Email:	tammy@usav.org	l i i i i i i i i i i i i i i i i i i i	Club:	Rosterina Re	ebels	 ,	
Cell Phone:	111-111-1111		🛗 Birth Date:	10/1/2003 A	ge: 14 (As of 9/1/2018	3)	
CURRENT CERTIFIC	ATIONS/BG S		Gender: Level Of Play:	F J5			
Level/Type	Status	Exp Date					
Junior Referee SafeSport	Current Current	10/31/2019 10/31/2019	_				
MEMBERSHIP	HISTORY						
		Membership Typ	e Memb	ership Dates	Region	Club	Status
🔳 🖋 TEST3142885FJ19	Ju	unior Membership	10/4/201	8 - 10/31/2019	Test Region	Rostering Rebels	Current

TEAM ROSTERS TAB

Team Rosters tab: displays the roster assignments for the member.

Sally Rostertest - (Member ID: 3142885)							
A Member Profile	🔲 Membe	rships [😁 Tearr	Rosters 📝 Events	i Coaching/Of	ficiating		
Name: Address:	Sally Rostertest 1111 Park Lane Denver, CO 80123		Member ID: Member Status:	■ FTEST3142885FJ19 - Junior Membership			
S Fmail:			Member Region:	Test Region (Assigne			
Cell Phone:	111-111-1111		Club: Birth Date:	s of 9/1/2018)			
CURRENT CERTIFICATIONS/BG			Gender: F Level Of Play: J5				
Level/Type	Status	Exp Date	Ī				
Junior Referee SafeSport	Current Current	10/31/2019 10/31/2019					
	Seaso	n		Team	Position	Status	
Ţ	eam Roster 20)18/2019	15Jessico	a	🖋 Player	OK	

COACHING/OFFICIATING TAB

Coaching/Officiating tab: displays any clinic registrations for the member

- Information regarding
 - Background Screening
 - Official Info
 - Coach Info
 - o CAP Info
 - PA Screening

